

May 21, 2015: Minutes of the Rockport Library Trustees

Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan

Meeting Commenced: 3:30pm

1. **Minutes of April 29, 2015 reviewed and approved**
2. **Trustees** – Trustees approved Rob Audano as chairperson and Holly Frithsen as secretary for FY2016.
3. **Finance and Administration** – FY2015 budget was reviewed. We may be losing some funding from the state; Cindy Grove will be contacting our representative at the State House to support level funding for libraries.
4. **Technology** – Patrons will see an Internet policy prompt when they access the web. The Rockport Library website's top menu work is completed, and a link for signing up for the RPL newsletter has been added.
5. **Emergency procedure** – The RPL has received funding from the Cape Ann Savings Bank for two wall mount AED's; there will be staff training for use of these devices. Emergency procedures will be completed once the AED's are mounted. Chief Horvath will be visiting the library within the next few weeks.
6. **MVLC** – A statewide library card is in development. MVLC will be moving the last weekend in June. This will shut down Evergreen for that entire weekend. Cindy Grove and Camilla Ayers will be attending ARIS report training at the end of June.
7. **Staff and schedule update** – Staff training with MVLC OverDrive went well and was used promptly.
8. **Programs** – 'Device Advice', a one on one tutorial by library staff, will start in mid-June. Summer reading programs for children, YA, and adults are ready to begin. Sandy Bay Preschool will be receiving a certificate for participating in the April Poetry event. A letter and visitor's brochure from the RPL will be distributed to local B&Bs. A monthly newsletter will be starting soon. Book bags have been ordered for our outreach library patrons.
9. **Children's library** – The children's room has extended hours for the summer, staying open Tuesday mornings until 12:00pm. Countdown for kindergarten will continue in August. After July 1, the children's room will be adding Tumblebooks- eBooks and more.
10. **Facilities/Grounds** – Emergency lights are fixed. The sound system has been repaired in the Brenner Room, and the projector will be replaced on May 26. The fire escapes will be replaced at the beginning of September. It will require use of a large outside workspace, and that work area will be fenced off for 1-2 weeks. The sewer line work in the archives will begin May 22, and signs and notices will inform the patrons that the Rockport Room will be unavailable until the beginning of August. A work order has been put into the DPW to put the gutter back that fell of this winter.

Next Meeting: Thursday, June 25, 2015 at 10:00am

Meeting Adjourned: 5:30pm